

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **October 16, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, NATHAN JESKE, JOHN VAN DYCK and CHRISTOPHER WAGNER

EXCUSED: CHAD BIANCHI, BOB NIELSEN, TIM NIXON, and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Mr. Lyle Wilquet (GB Resident)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:52 p.m. There was not a quorum of the board.

APPROVE CONSENT ITEMS

a. Agenda There were no changes to the agenda. In consideration of Mr. Wilquet's time, item 7b was moved to the beginning of the agenda.

John Van Dyck joined the meeting at 5:57p.m. making a quorum.

b. Minutes There were no changes to the minutes and they stand approved. Motion by C. Buboltz, seconded by N. Jeske, to approve the September 18 and 30, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Mr. Wilquet was in attendance for discussion about agenda item 7b. He addressed the board and asked if a decision was made about a DVD he would like to see removed from the library's collection.

L. Stainbrook suggested not judging a DVD by a cover and suggested reading the sleeve for further information about the DVD and noted had Mr. Wilquet done this he probably wouldn't have checked it out. It was noted that staff cannot watch every single DVD or read every single book that is added to the collection. The library relies on the standards that are accepted nationally as well as published reviews when making decisions about items selected for the collection.

Mr. Wilquet asked again if this title is appropriate for the collection. N. Jeske commented that there is a responsibility of the person checking out material. There is an expectation that the viewing audience is going to take onus and reminded that there are policies in place that prohibit children (under 18) from checking out certain materials.

Mr. Wilquet remained of the opinion that the library should not offer a DVD that he finds unacceptable. The board agrees that personal opinions cannot restrict what is offered as long as standards for selection are followed.

K. Pletcher thanked Mr. Wilquet for attending and he left the meeting.

7b. Review and Approve Changes to Collection Development Policy

Changes to the Collection Development Policy included adding language indicating the use of the Motion Picture Association of America (MPAA) film rating system and the Recording Industry Association of America (RIAA) music rating system to the general selection criteria.

Motion by J. Van Dyck, seconded by C. Buboltz, to approve the addition of motion picture and music ratings in the Collection Development policy. **Motion carried.**

STRATEGIC PLAN

A summary report of the Edge assessment survey was distributed. This survey scores libraries based on national benchmarks on public access technology. It diagnoses the areas where libraries are doing very well and other areas that need improvement or additional resources. The resulting action plan envelopes the library's strategic plan. Library staff has already begun to implement some suggested activities.

LIBRARY BUSINESS

a. Accept Brown County Internal Audit Report The library came through the audit very well. Management implemented some procedural and policy changes a result of the audit's findings. There are two remaining items that need addressing. One is related to working with the vendor to correct and streamline the deposit and reconciliation process for Central's self-checks; and the other centers around having two people open the mail, track checks received and validating their receipt to appropriate destination. To date, only a limited number of checks have been received and no problems have been reported. Follow-up results will be

forwarded to County Internal Auditor and Administration to determine if any changes to procedure need to be made. **Motion** by J. Van Dyck, seconded by C. Wagner to receive and place the internal audit report on file. **Motion carried.**

b. Information Services Report The October Information Services Report was presented and there were no questions.

c. Financial Manager's Report, Bills and Donations There were no bills out of the ordinary. L. Denault distributed the September financial statement including a narrative on the statement, and the September Gifts, Grants and Donations reports. **Motion** by C. Buboltz, seconded by N. Jeske, to approve the September financial statement and Gifts, Grants & Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
September 2014**

Gifts & Donations

09/01/14	Central Donation Box (various donors)	16.00	Children's Garden
09/11/14	Friends of Brown County Library	2,673.00	Ashwaubenon Signage
09/11/14	Green Bay Community Service Club	200.00	Children's Classes/Events
09/11/14	Focus on Energy	710.00	Central Light Poles
09/18/14	Marquette Park Neighborhood	200.00	Southwest Materials
09/18/14	Friends of Brown County Library	315.82	Children's Toys
09/18/14	Friends of Brown County Library	352.20	Every Child Ready to Read
09/18/14	Friends of Brown County Library	282.00	Constant Contact
09/18/14	The Celebrate Committee Inc.	250.00	Kress Children's Materials
09/25/14	James & Anita Hayes	200.00	Southwest Improvements
09/01/14	Ashwaubenon	24.87	Donation Box
09/01/14	Bookmobile		Donation Box
09/01/14	East	25.83	Donation Box
09/01/14	Weyers/Hilliard	13.00	Donation Box
09/01/14	Central Circulation		Donation Box
09/01/14	Kress	18.74	Donation Box
09/01/14	Pulaski		Donation Box
09/01/14	Southwest	26.34	Donation Box
09/01/14	Wrightstown	15.04	Donation Box
	Total Donations	\$ 5,322.84	

Federal & State Grants

09/25/14	AT&T	\$ 5,203.20	E-Rate Funds
09/30/14	Nicolet Federated Library System	119.45	Continuing Education
09/30/14	Nicolet Federated Library System	2,317.82	Collection Development
	Total Grants	\$ 7,640.47	

Motion carried

d. Bookmobile

i. Review Bookmobile Assessment report Lamers Bus Lines inspected the Bookmobile and provided a report with repair recommendations.

ii. Approve Bookmobile Repairs The suggested replacement of the slack adjusters is important since it is directly related to safety. The estimate to replace the slack adjusters is \$870.98. **Motion** by J. Van Dyck, seconded by C. Wagner, to replace the Bookmobile's slack adjusters and evaluate the solenoid and clean and repair as needed. **Motion carried.**

e. Facilities Report

i. Update from Facilities Committee J. Van Dyck reported that the committee has discussed every location except the Central Library. There has been general discussion about facility needs and program needs with the intention to classify and rank these needs. A summary report will also indicate the necessary funding to realize improvements.

A better estimate for the Southwest Branch addition was desired at the last Ed. & Rec. meeting. Some felt the \$60,000 estimate from Boldt for architectural drawing was too high. Supervisor Lund offered to reach out to the firm that worked for the zoo with the hope that the initial architectural drawings could be obtained for very little or no cost. It was also commented that there may be more cost-

effective ways to enlarge the branch. Supervisor Lund was willing to bring something back to next Ed & Rec. Supervisor La Violette questioned why this was being done outside of the library board. J. Van Dyck supports involving the library board.

C. Beyler reported on other facility projects: the furnace in the leased space at the Kress Family Branch is 60% complete; the retrofit of lights at Kress is 40% complete. The fan has been received for the Weyers-Hiliard Branch but the lights have not yet been received. Emergency lights and area lighting installation at the Central Library are complete with only a few items remaining on the punch list. The contractor for this project went bankrupt but a different electrician will be secured to finish the punch list. C. Beyler and L. Stainbrook met with Jim Kroll from Trane to assess certain parts of owned facilities at no cost. Chad Weininger contacted Jim Kroll who indicated that he will send a list of what they could and would do. The Library Board will listen to recommendations that Trane may present but there is no promise of entering into a contract to have work completed. The biggest concerns are Central's air handlers, vents, coils and windows.

Some concrete work is being done at the Central Library including the ramps at the parking lot entrance, a section from the emergency exit near Madison Avenue, and a small pathway near Monroe Avenue that is a common cut-through (WPS is paying half of that cost).

PERSONNEL COMMITTEE

a. Approve Table of Organization Changes A summary of personnel and Table of Organization changes made by the Director as authorized under the policy allowing for said changes if cost neutral was presented. The Central Research supervisor will be managed temporarily by the Circulation and Technical Services Supervisor, Otnie Dechert. This position will be re-posted after a new director is hired. The East Branch Supervisor has taken over supervision of the Denmark Branch. There was an increase in pay for Bobbie Kuehn, the East Branch supervisor because of additional duties. **Motion** by C. Buboltz, seconded by N. Jeske, to approve the cost-neutral Table of Organization changes. **Motion carried.**

b. Approve Personnel Pay Increases - deferred until December meeting.

APPROVE LIBRARY POLICIES

a. Approve Changes to Meeting Rooms and Surrounding Grounds Use Policy

Motion by C. Buboltz, seconded by C. Wagner, to approve changing the language in the Meeting Rooms and Surrounding Grounds Use Policy defining the number of hours that make up a half day and full day. **Motion carried.**

c. Review and Approve changes to Internet and Public Computer Acceptable Use Policy

Motion by C. Buboltz, seconded by N. Jeske, to approve the amended Internet and Public Computer Acceptable Use policy and accompanying appendix. **Motion carried.**

BUDGET The Ed & Rec budget meeting is scheduled on Tuesday, October 28, at 4:45 p.m.

OLD BUSINESS K. Pletcher reports that the Outagamie County Board rejected the payment offer presented by Brown County. The Library will pursue legal action for consideration of the full amount owed and the County Executive supports this.

PRESIDENT'S REPORT K. Pletcher presented and read a Resolution of Appreciation written for Lynn Stainbrook and also presented Lynn with a gift from the Library Board. K. Pletcher reported that the Friends of the Brown County Library agreed to fund the cost of Lynn Elam Consulting, a search firm, to seek a new director. Lynn Elam is scheduled to meet with the Library Management Team. Elam will build a pool, narrow and vet applicants and recommend 3-5 candidates. The Personnel Committee will work closely with her. The Library Board supports this interaction and noted that all information shall remain confidential. Candidates will have the opportunity to meet with staff, tour the libraries and possibly meet with local officials and county supervisors.

DIRECTOR'S REPORT

There were not any additions to the report.

NICOLET FEDERATED LIBRARY SYSTEM (NFLS)

a. Approve 2015 Resource Library Agreement Modified language suggested that instead of NFLS staff pulling items off the shelves to fill Interloan requests, BCL staff will. **Motion** by J. Van Dyck, seconded by C. Buboltz, to defer this item until the November meeting and to request staff to estimate the amount of extra time it would take to take on this work, as a means to determine the actual impact on staff. **Motion carried.**

b. Lease Negotiation Motion by J. Van Dyck, seconded by C. Buboltz, to defer discussion on this item until the Board was in closed session. **Motion carried.**

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – NFLS Lease terms. **Motion** by J. Van Dyck, seconded by C. Buboltz, to enter into closed session and invite attending staff to remain. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, and K. Pletcher. Nay: none. **Motion carried.**

Motion by J. Van Dyck, seconded by C. Buboltz to return to open session. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, and K. Pletcher. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, and K. Pletcher.

APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

The Library Board asked to be kept informed of further negotiation outcomes.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

L. Stainbrook thanked the Board and stated it was a pleasure and honor to work with all members of the Library Board, staff, County Board and Administration and noted that she learned a great deal. She is proud of the work that has been done recognizing that it could not have been accomplished without great team effort. She leaves behind a great administrative/management team. Living in Green Bay has been an excellent time in her and her husband's lives.

MEETING SUMMARY/NEXTMEETING PLANNING

ADJOURNMENT

Motion by J. Van Dyck, seconded by C. Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:15 p.m.

NEXT REGULAR MEETING

November 20, 2014

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary